

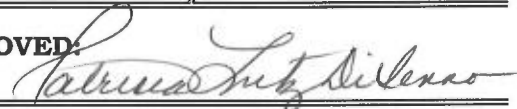
# NEW CASTLE COUNTY

## PERSONNEL POLICY

|               |          |
|---------------|----------|
| <b>NUMBER</b> | 5.02     |
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| <b>DATE</b>   | 04/15/01 |

**SUBJECT:** LOSS OF JOB REQUIREMENT --  
DRIVING PRIVILEGES

**APPROVED:**



**OBJECTIVE:** To provide a system consistent with Section 26.03.906 of the New Castle County Code and applicable collective bargaining agreements by which the County can ascertain the loss of a job requirement associated with the duties of an employee's job classification, specifically the loss of a driver's license.

**STATEMENT:** Every New Castle County employee is responsible for notifying the County, through their supervisor, of any loss of driving privileges associated with the employee's job classification. The failure of an employee to notify his or her supervisor about the loss of driving privileges will result in disciplinary action. An employee eligible for a work permit or other interim license must apply for the license within ten days of eligibility. In the event that the County determines an employee is unable to perform job duties adequately, he or she shall be permitted to use accrued paid leave (not to include sick leave) during the time of inability. When the paid leave is exhausted, the employee shall be separated from his or her position by the terms set forth in Section 26.03.906 of the New Castle County Code.

**REQUIRED ACTION:** The Chief Human Resources Officer, general managers, and row officers shall be responsible for the implementation of and compliance with this policy.

Established: 07/14/87  
Revised: 01/01/96  
Revised: 07/01/97  
Revised: 04/15/01